



# Stansbury Service Agency Of Tooele County

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The regular meeting of the Stansbury Service Agency of Tooele County was held Wednesday, November 11, 2015 at 7:00 pm, at the Stansbury Park Clubhouse, 1 Country Club, Stansbury Park, UT 84074. The agenda was published in the Transcript-Bulletin and on the Public Notice Website.

## **Business Meeting:**

**Call to Order:** The meeting was called to order by Chairman, Neil Smart.

**Pledge of Allegiance:** Miriam Alsup led the Pledge of Allegiance.

## **Roll Call:**

Jamie Lindsay - Excused  
Gary Jensen - Excused  
Mike Johnson - Present  
Glenn Oscarson - Present  
Neil Smart - Present  
Rod Thompson - Present

## **Staff:**

Randall Jones - Present  
Miriam Alsup - Present

At this point in the meeting, Michael Johnson was connected via phone at 7:08 pm, as he would not arrive at the meeting until 7:35 pm. Therefore, items discussed were not in sequence with the Agenda as some of the items were tabled until Michael's arrival.

**Public Comment:** no public comments.

## **Manager's Report:**

Rod mentioned that last Saturday night on Stansbury Parkway, the sprinklers were on because there was water in the road. Randall explained that that was not possible because the irrigation system had already been turned off and if there was water in the road, it came from an unknown source.

Neil asked when the new curbing at the entrance way would start and Randall answered that his last discussion with the contractor was that as soon as the boat ramp was completed, that the curbing renovation would start, dependent upon the weather. Randall added that the contractor is going to tear out the current box and replace it with a square box as requested with a beveled edge on it.

Randall explained that the Tentative Maintenance Project List listed two areas of funding with the first section being expenses using general funds and the second section using capital improvement funds and impact fees. Glenn asked if the estimates were pretty good numbers and Randall answered that he had done enough cost research and budgeted a bit higher so that he didn't have to struggle to meet budgeted amounts for each project.

Neil asked about the condition of soccer goal areas. Randall stated that there are several areas where sod is needed and that that will be the responsibility of the soccer teams. Randall will generate a sign-off list for each sports team so that at the end of each season, he will meet with the responsible party and go over any maintenance issues that need to be addressed.

Glenn asked if there would be funds remaining after the estimated \$184,000 for the projects and Randall responded that there would be about \$1,000,000 left.

### **Review and Adopt Minutes:**

**Rod moved to adopt the minutes of the regular meeting held on October 28, 2015, with no changes. Glenn seconded the motion and the vote was as follows:**

**Mike - yes via phone**

**Rod - yes**

**Glenn - yes**

**Neil - yes**

**The motion passed.**

### **Certification of Election:**

Neil explained that he had the election results and the tallies of each precinct. Mike asked if any of the numbers had changed and Neil answered that they had as there were 224 provisional votes which changed the numbers a little but not the election results. The results for the Greenbelt position was that Michael Hansen received 275 votes, Neil Smart received 519 votes and Scott Totman received 177 votes. The results for the Recreation position was that Leslie Wanlass received 485 votes and Glenn Oscarson received 497 votes. Neil asked for a motion to certify the election results. **Mike, via phone, made a motion to approve and certify the election results for the Service Agency of 2015. Rod seconded the motion and the vote was as follows:**

**Mike - yes, via phone**

**Rod - yes**

**Glenn - yes**

**Neil - yes**

**The motion passed.**

### **2016 Tentative Budget:**

Neil pointed out the large spike in water rates from SPID and hopefully the increase can be offset as we work through that as the year moves forward. He added that the only other area that he noticed went up were the wages for full time and part-time employees from \$292,000 to \$321,000 and that was an area of concern but that employee tax, benefits and insurance went down \$10,000. Randall stated that last year's budgeted amount was a bit high as insurances fluctuate so much. Mike, via phone, asked if we were adding any new employees and Randall answered that we would not be adding any new full time employees and the tentative budget reflects an 8% increase for full time people which he has been discussing with the Board throughout the year. Randall explained that the 8% increase would be for the part-time employee wages also as all of the positions are underpaid. The part-time/seasonal employee wage increase also reflects two new positions: a clubhouse event scheduler and maintenance/flowerbeds. Neil suggested that further discussion continue when Michael arrives.

### **Board Members' Reports and Requests:**

**Glenn Oscarson** - Glenn mentioned that a fence would soon be needed at the cemetery and he wasn't sure how the road would fit into the picture but will wait and see how it all works out. Neil added that since the school district is going to build a new school next to the cemetery property, he didn't think it makes too much sense to use the cemetery area as future playground space but wants to get ahead of the planning for that if it does work out. Glenn will continue meeting with the engineering company regarding property line shifts and any issues that will affect the planning. Glenn added that since cremations are on the rise, taking less space than the regular interment, the cemetery should last a long time. Randall added that he is attempting to meet with Steve West, the Project Manager for the School District, regarding the planning. Glenn asked about hiring a gardener and offered to research possible employees and Randall encouraged him to do so.

**Rod Thompson** - Rod stated that the letter of intent needed for the trail funding was not due by October 29th as per Kim Clausing's report, but due by January 8, 2016. The letter of intent that Kim reported due by October 29th was for urban funding and the agency does not qualify for that. Rod will receive additional information regarding funding from Transportation Alternatives Program and keep the Board informed.

**Neil Smart** - Neil had talked with Mark Augustine regarding the surveying of the softball diamond and he said that the surveyor was back in town. Neil also asked Kim Clausing where we were on the feasibility study for the underpass and she said that it was a slow process and not much has happened yet.

**Michael Johnson** (via phone)- Mike shared his concern about how dark the parking lot and outside area of the clubhouse is. Randall mentioned that fixing the lighting issue is in the works. Michael asked the number of applicants for the Clubhouse Event Scheduler. Randall answered that we have about twelve applicants and that tomorrow we will begin to set up interviews and hopefully have the new person in place right before Thanksgiving or after so they have time to work with Kimberly the month of December to learn the job. Michael asked who would be involved in the interview process and Neil stated that Randall and Miriam will do the initial interviews and that he, along with Michael, would like to meet with the ones they narrow it down to as this person will be representing the community in a big way.

### **Maintenance Project List:**

Randall explained that he listed projects, many of which have been put off for too long, that need to be addressed like the lights in the parking lot. On the Capital and Impact Fee Project List, there are two projects that qualify for impact fees: one is the two softball diamonds because the Capital Facility Plan called for two additional softball diamonds. He added that we can only build what was listed in the Impact Fee Study, using impact fees, and if we want to build anything different, we would need to have a new study and re-assess the impact fees. He feels that the agency has followed the plan closely and as developers have come on, the agency has been getting the land needed. The second project that qualifies for impact fees is the planter box. Randall added that improving the nature trail on the Millpond access is needed to delineate it and it needs to look nice, giving people access to the peninsula that has the best bird watching area around. Randall stated that installing a control box on the storm drain line used to fill the lake is important as there are currently only two ways of filling the lake: pumping 24 hours at a time from Millpond, which we do every Tuesday through Wednesday, raising the lake about one inch; and the other source is pumping about nine gallons a minute from the test well on the golf

course. Both of these water sources are minimal. The largest source of water is the water that is run through all of the ponds from Gordon well and the only way we can transmit that water into the lake is to block a storm drain that runs under the lake and once that is plugged, the water will bubble up and into the lake. We would like to get a safer and more accurate way to control that water flow by accessing a storm drain off of Lakeview Drive, put in a regular gate box, with an overflow and that way the flow can be controlled.

Randall stated that lining the pond on #10 fairway probably won't cost \$60,000, because the lining won't be covered with dirt in order to experiment in the weed and algae growth problems, plus a sizeable savings in the cost. Rod questioned the responsibility of the appearance of the ponds and Randall answered that the ascetics of the golf course belong to the golf course; the flow of water through the ponds is the agency's responsibility along with the roof of the Pro Shop.

Neil shared a concern of a neighbor who brought to his attention the poor condition of several of the bathrooms on the golf course and Randall stated that he would address this issue with Jeff Green. Neil also asked that when employees use the gas card to refuel the vehicles, that they enter the odometer reading so that it is detailed on the fuel statements which is just good practice.

Michael has arrived.

#### **2016 Tentative Budget:**

Neil referenced the line items on the tentative budget and stated that he does not see anything that is alarming and that the Board has talked about giving each employee a better wage to be more competitive with the county and city. He added that we want to be able to attract and retain quality staff. Neil questioned if the Board was comfortable with the wage increase of 8% across the board for all staff. Randall added that in researching other entities in the valley, they are paying anywhere from \$9 an hour to \$14 an hour and we're currently paying our experienced men \$11 an hour. Randall suggested a raise to \$12 an hour for experienced staff that are returning, and suggested that new staff come in at \$10.50 to \$11 an hour depending upon their responsibilities. Glenn asked if those wages still would be at the low end and Randall stated that it would put us at the low end of the middle range.

Mike asked what current wages are and what would the wage increase would be for the full time employees. Randall gave the breakout as follows:

Office Manager is currently at \$16.50/hr and with the raise would be at \$17.82/hr,  
\$37,208/annually;

Mowing Supervisor is currently at \$15.50/hr and with the raise would be at \$16.74/hr,  
\$34,953/annually;

Maintenance Supervisor is currently at \$15.00/hr and with the raise would be at  
\$16.20/hr, \$33,825/annually.

Mike added that with the raise, it would have an impact of subsequent benefits and Randall added that it would impact the 401K plan which the agency matches employees' contributions up to 5%. He stated that his management philosophy is that if he can keep his employees happy and healthy, then he gets a lot more work out of them; a lot less absenteeism; they are more happy to give more effort because they feel appreciated. Mike asked if the 8% increase would include Randall's salary because that is more of a difference than the others. Randall answered that yes his salary would increase the 8% also because he is still making significantly less than others at comparable entities and when he took the position, he took it at entry-level pay and he was not an entry-level employee as he had a lot of skills, experience and education. Randall stated that he accepted the position at the entry-level wage because he was told that if things worked out, if results happened, that he would receive significant raises to bring his wage up to where it should be.

Michael asked if there was a policy in place for the General Manager to have a yearly evaluation and along with that, is there a salary increase? Neil responded that Randall did have a yearly review and he feels that wage increases can be justified by the Board and there are no qualms regarding the 8% increase for all employees with the exception of the General Manager.

Michael agreed and mentioned that in approving the budget, wage increases are part of the approval process with the exception of the General Manager as his position is different. Glenn added that he felt it important to catch employee wages up to what they should be.

Neil suggested that between now and the next meeting, he'll sit down with Randall and perform a review along with any other Board Member that wishes to participate.

Michael asked when the last Capital Facility Plan was generated and Randall answered that it was done in 1998. Michael feels that it is time to update the plan and include the cost in the 2016 Budget. Randall stated that we have been following the plan closely and it seems to be pretty accurate with the numbers, the cost of building facilities, and that projected figures are in line with actual growth and costs. Randall will check and find out if we need to update the plan.

**Michael made a motion to adopt the 2016 Tentative Budget and Glenn seconded the motion. The vote was as follows:**

**Mike - yes**

**Rod - yes**

**Glenn - yes**

**Neil - yes**

**The motion passed.**

#### **No Correspondence.**

**Financials and Bills:** checks were signed and the bills taken care of.

**Rod made the motion to adjourn the meeting. Glenn seconded the motion and the vote was as follows:**

**Mike - yes**

**Rod - yes**

**Glenn - yes**

**Neil - yes**

**The motion passed and the meeting was adjourned.**

